

# ***Inspection Prioritization Tool Fact Sheet***

*Summary: The user can weight specified criteria to return a ranked list of facilities that theoretically need to be inspected.*

## **Using the Report (Navigation)**

### **LOCATION**

This report is located under the Run Reports link in CIWQS under the Inspection heading.

### **SEARCH CRITERIA**

Region, Place Type, County, Program, Staff, and Regulatory Measure Type are “pick lists.” They display several items and have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

Major/Minor is a dropdown. You can select one and only one of the options by clicking the upside-down arrow. The dropdown default shows “All.”

The final gray button, which is called “Run Report,” starts the query.

For more information on the ranking criteria, see the Explanation of the Rank Determination section of this document.

### **HYPERLINKS**

Once the report is run, the user may choose to “Refine Search,” which returns the user to the search screen with their original criteria retained or to run a “New Search,” which clears those values.

The report has a printer friendly version and a link to export to the report Excel.

The Regulatory Measure Title drills into the Regulatory Measure record in CIWQS. The Facility Name drills to the Facility At-A-Glance Report. The Place ID drills into the Place record in CIWQS.

Columns can be sorted by clicking on the column header hyperlink. Clicking the heading twice will sort in reverse.

## **How current is the data?**

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or [ciwqs@waterboards.ca.gov](mailto:ciwqs@waterboards.ca.gov)) if you believe a report has not been refreshed.

## **Where is this information coming from?**

### **SEARCH CRITERIA**

**Region** – this comes from Place record

**Place Type** – this comes from Place record

**County** – this comes from Place record

### **Search Criteria**

- Region
- Place Type
- County
- Program
- Staff
- Major/Minor
- Regulatory Measure Type

### **Weighted Criteria**

- Days since last inspection
- No. of violations since last inspection
- Follow up needed
- Reg. Measure Threat to Water Quality (TTWQ)

**Program** – this comes from the regulatory measure(s) linked to the place record. If a place is linked to multiple regulatory measures and they have different programs (for example NON15 and NPDES), the place will display in the report if you query on any or all of the applicable programs.

**Staff** – this is the person linked as staff to the regulatory measure

**Major/Minor** – this comes from the regulatory measure linked to the place. It is only applicable to NPDES and storm water. If there are NPDES permits, the report pulls the data from the record with the most recent effective date.

**Regulatory Measure Type** – this comes from the regulatory measure(s) linked to the place. If a place is linked to multiple regulatory measures and they have different regulatory measures types (for example NPDES Permit and Enrollee), the place will display in the report if you query on any or all of the applicable regulatory measure types.

## REPORT

**Regulatory Measure Title** – this comes from the regulatory measure(s) linked to the place. If a place is linked to multiple regulatory measures then this field will display “Multiple Reg. Measures” and the user will not be able to drill into the regulatory measure. Tip: Open up the Facility At-A-Glance report by clicking on the facility name (under the Regulatory Measures heading) or the Place record (Regulatory Measures tab) to see all of the Regulatory Measures related to the place.

**Facility** – this is the name of the Place with the type of “Facility” or child of facility (ex. Food Processor).

**Address** – this is the place address from the place record

**Place ID** – this is a unique CIWQS identifier associated with the place

**County** – this comes from Place record

**Days Since Last Inspection** – this is a calculated field that counts the days between the date the facility was last inspected for any program and today’s date

**Last Inspection Date** – the date of the most recent inspection of the place for any program

**Sampling Done in the Last 5 Years** – this is populated with a “Y” if a Type A inspection was performed within the last 5 years. If not, it is populated with an “N.”

**Violations Since Last Inspection** – this field displays the count of violations since a facility was last inspected. If the facility has never been inspected, it will display the total of all violations.

**Follow up needed** – if the Inspection Result of the most recent inspection record was “Follow-up Inspection Needed,” the report will display “Y,” otherwise it will display an “N.”

**TTWQ** – this comes from the regulatory measure linked to the facility. If there are multiple, it selects the most recent.

**Rank** – this is calculated based on the weighted criteria

## Report

- Regulatory Measure Title
- Facility
- Address
- Place ID
- County
- Days Since Last Inspection
- Last Inspection Date
- Sampling Done in Last 5 Years
- Violations Since Last Inspection
- Follow Up Needed
- TTWQ
- Rank

## EXPLANATION OF THE RANK DETERMINATION

Criterion	Value
Days since last inspection	0 days = 0 1 – 365 days = 1 366 – 1825 days = 2 > 1825 = 3
No. of violations since last inspection	0 violations = 0 1 – 10 violations = 1 11 – 25 violations = 2 > 25 violations = 3
Follow up needed	No = 0 Yes = 3
Regulatory measure threat to water quality (TTWQ)	Unregulated <sup>1</sup> = 0 TTWQ 3 = 1 TTWQ 2 = 2 TTWQ 1 = 3

Each criterion above is giving a value between 0 and 3. These values equate the data show that we are comparing apples with apples. These values are multiplied by the weight that the user gives each criterion. Those weighted values are added together and given a rank. Facilities with a rank of 1 have the highest number value and should theoretically be inspected first.

## Contact Info

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<sup>1</sup> Facilities linked to a regulatory measure with the type of unregulated.